

**UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF TEXAS**



Vacancy Announcement 16-02

**OPERATIONS SUPPORT SPECIALIST**

**Dallas, Texas**

**Closing Date: Open Until Filled**

**Salary: \$41,462 – \$51,883 (CL 25)\***

\*The classification level and salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts. This is a full-time permanent position.

**PRIMARY RESPONSIBILITIES:**

The Operations Support Specialist is a member of the operations section of the Bankruptcy Clerk's Office. The incumbent is responsible for all facets of case progression, including opening cases, docketing, managing cases from inception to conclusion, ensuring accuracy of electronic case filing system entries, and responding to inquiries regarding filings. The incumbent reports to the Operations Supervisor. Primary duties include:

**REPRESENTATIVE DUTIES:**

- Opens new cases, adversaries, and miscellaneous proceedings by receiving, reviewing and filing incoming documents. Collects appropriate fees and processes cash receipts. Assigns judges, trustees and 341 meeting dates, time, and locations to new cases and adversary and miscellaneous proceedings as needed.
- Processes incoming and outgoing mail, including preparing checks logs and screening and routing to appropriate persons.
- Performs receptionist duties, including receiving, screening, and referring telephone calls and court visitors. Answers routine inquiries and provides customer assistance, including assistance with public computers.
- Dockets pleadings, orders, and claims ensuring entries are executed according to standards.

- Reviews pleadings for correct PDF and correct event code usage. Ensures all automated entries are appropriately linked.
- Reviews case management reports and takes appropriate action to ensure timely progression of cases, resulting in proper disposition (e.g. discharge, dismissal, conversion, transfer, etc.)
- Reviews deadline reports for deficiencies to ensure cases are dismissed in a timely manner.
- Makes summary entries and prepares deficiency notices and other internal documents as needed.
- Examines docket reports and entries to ensure all necessary orders are entered and proceedings completed. Reviews case records and dockets for accuracy and completeness. Ensures cases are closed when appropriate.
- Communicates with both internal and external users regarding errors to help correct future filing submissions. Responds to inquiries and requests as quickly and efficiently as possible.
- Communicates updates and changes to ECF system to outside filers. Directs users to location of appropriate materials (registration forms, procedural manuals, etc.) and instructions.

#### **MINIMUM REQUIREMENTS:**

High school graduate. Two years of general clerical experience plus two years specialized experience (progressively responsible experience related to the processing of legal documents, use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws).

#### **DESIRED QUALIFICATIONS:**

A Bachelor's degree along with legal experience and/or CM/ECF experience. Broad working knowledge of bankruptcy processes and procedures. Thorough knowledge of the purpose and content of documents and events in order to make docket entries and take appropriate actions.

## **BENEFITS:**

Employees of the U.S. Bankruptcy Court are entitled to benefits, which include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, dental, life insurance, long term disability, long term care, annual/sick leave, federal holidays, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

## **OTHER:**

Employees of the U.S. Bankruptcy Court for the Northern District of Texas are excepted service appointments. Employees are considered at will and are not covered by federal civil service classifications or regulations. The applicant must be a United States citizen or provide documentation proving eligibility to work in the U.S. Immigration law requires public employers to hire individuals who are lawful permanent residents (i.e., green card holder) seeking U.S. citizenship.

Due to the high volume of applicants received, the Court will only communicate with applicants who will be considered for interviews. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

The final candidate will be subject to a background investigation by law enforcement agencies, which includes FBI fingerprinting and credit check. Employment will be contingent upon a favorable response from this investigation.

Qualified applicants may submit a **detailed resume, cover letter and salary history** to:

**Human Resources - #16-02**  
United States District Clerk's Office  
1100 Commerce Street, # 1452  
Dallas, TX 75242  
Fax: (214) 753-2247  
Email: [humanresources@txnd.uscourts.gov](mailto:humanresources@txnd.uscourts.gov)

**\*\*\*\* The Court is an Equal Opportunity Employer \*\*\*\***

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The U.S. Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct. **This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative.** The decision on granting reasonable accommodations will be made on a case by case basis.